



Austin Police Department Forensic Science Division Internship Program Guidelines



Mission:

The Austin Police Department Forensic Science Division dedicates its resources to the implementation and delivery of exemplary forensic science education and training not only for those professionals presently within the criminal justice arena, but, for those individuals pursuing a career in forensic science.

Goals:

- Earn a reputation within the academic and forensic arenas of providing a prestigious forensic science intern program that is acclaimed, recognized, and solicited by institutions and students.
- Provide a solid, predictable personnel resource bank of forensic scientists from which the Austin Police Department or any forensic science laboratory could select credible, proven scientists.
- Contribute to the advancement of forensic disciplines through scientific research conducted by Austin Police Department interns.
- Establish a solid foundation of student participation and exchange between the Austin Police Department and accredited higher educational institutions.

Intern Standards:

Students making application to the Forensic Science Division must meet the following minimum criteria:

- current enrollment in an accredited four-year educational university/college which has entered into an Internship Agreement with the Forensic Science Division of the Austin Police Department;
or
- current enrollment in a graduate program of an accredited university/college in the courses of study listed below
- a junior, senior or graduate student in good standing with their university/college

- declared major must fall within natural science, forensic science, toxicology, biology, chemistry or, in specific cases, criminal justice, which will culminate in the minimum of a Baccalaureate Degree
- must have a GPA of 3.0 or higher,
- the internship must be an assignment from the college/university, by which the applicant will receive credits toward a degree.

Intern Requirements:

Students accepted and entering into an Internship Agreement with the Forensic Science Division will be required to:

- successfully pass a criminal background investigation.
- adhere to the guidelines of the Forensic Science Division Intern Training Program
- enter into an agreement with the Forensic Science Division relating to confidentiality of case information acquired while enrolled in the internship program
- enter into an agreement with the Forensic Science Division relating to personal health and safety while on the premises of any Austin Police Department facility
- maintain enrollment, an academic standard, and be in good standing with their university/college
- adhere to the policies and procedures of the Austin Police Department and the Forensic Science Division
- Provide a DNA sample (buccal swab) in accordance with the Division's contamination policy.

University/College Requirements:

Universities or colleges entering into an Internship Agreement with the Forensic Science Division will be required to:

- enter into an agreement with the Forensic Science Division Internship Program
- maintain contact/liaison with the Forensic Science Division Internship Coordinator to coordinate and institute the individual Internship Program.
- Provide an intern program outline that identifies the objectives of the course and any forms/documents required by the applicant's school for authorization/ documentation of the internship.

Forensic Science Division Requirements:

In providing an Internship Program, the Forensic Science Division will:

- enter into an agreement with the intern and the applicable university/college
- provide a structured program, a project or research relative to forensic science
- maintain contact/liaison with the university/college instructor who will be issuing a grade for the enrolled intern
- assure that the intern is provided instruction/directives pertaining to proper laboratory health and safety regulations
- reserve the right to select an intern based upon: (1) availability of a position in a forensic section, (2) intern's grade point average, (3) course work major and, (4) letter of recommendation from the intern's major advisor, or (5) failure to submit all documentation identified in the application process, (6) Failure to pass background investigation.

Application and Selection Deadlines:

Fall Semester	Application Deadline:	June 15
	Selection Deadline:	July 15
Spring Semester	Application Deadline:	October 15
	Selection Deadline:	November 15
Summer Semester	Application Deadline:	March 15
	Selection Deadline:	April 15